



NOTICE OF MEETING

CABINET MEMBER FOR COMMUNITIES AND CENTRAL SERVICES

FRIDAY, 12 FEBRUARY 2021 AT 2.00 PM

VIRTUAL REMOTE MEETING

Telephone enquiries to Vicki Plytas 02392 834058
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Membership

Councillor Chris Attwell (Cabinet Member)

Councillor Tom Coles
Councillor Jeanette Smith

Councillor Benedict Swann

(NB This agenda should be retained for future reference with the minutes of this meeting).

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Deputations

A written deputation stating to which agenda decision item it refers must be received by the officer named at the top of the agenda **by 12 noon two working days preceding the meeting**. Any written deputation received by email will be sent to the Members on the relevant decision making body and be referred to and read out at the meeting within permitted time limits.

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Members' Interests**
- 3 Portsmouth City Council Digital Preservation Policy and procedures
(Pages 3 - 36)**

The purpose of this report is to seek the Cabinet Member's approval of the Policy attached as Appendix 1.

RECOMMENDED that the Cabinet Member for Communities and Central Services approves the Digital Preservation Policy which forms Appendix 1 of this report.

4 1 & 3 Angerstein Road, Portsmouth (Pages 37 - 42)

The purpose of the report is

- (1) to update members on the proposed transfer of 1-3 Angerstein Road (Appendix A) to the Portsmouth Community Housing Trust, and
- (2) to seek approval to alter the terms of the proposed transfer from the previously agreed member authority, Resources Portfolio 20th December 2018.

RECOMMENDED that the Cabinet Member for Communities and Central Services approves the following

- (1) That 1-3 Angerstein Road be transferred freehold to Vivid Homes**
- (2) That the Director for Housing, Neighbourhoods and Buildings agree an arrangement that ensures Portsmouth has nomination rights to allocate the properties in line with Portsmouth City Council's Allocations Policy.**
- (3) Authority is given to the City Solicitor to complete all necessary legal work to complete this matter**

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Agenda Item 3



Portsmouth
CITY COUNCIL

Title of meeting:	Communities and Central Services Portfolio Decision Meeting
Date of meeting:	Friday 12 February 2021
Subject:	Portsmouth City Council Digital Preservation Policy and procedures
Report by:	Director for Culture, Leisure and Regulatory Services
Wards affected:	All
Key decision:	No
Full Council decision:	No

1. Purpose of report

The purpose of this report is to seek the Cabinet Member's approval of the Policy attached as Appendix 1.

2. Recommendations

RECOMMENDED that the Cabinet Member for Communities and Central Services approves the Digital Preservation Policy which forms Appendix 1 of this report

3. Background

3.1 This Policy outlines actions PCC should take to ensure that its storage of records enables it to serve its citizens effectively and efficiently in the future. In particular, it states how the Council will maintain continuity of access to, and legal admissibility of, digital records that need to be kept for more than 10 years in the face of rapid technical change and obsolescence of IT hardware and software, and organisational change.

3.1.1 This work is especially important in the light of the introduction of Office 365 and SharePoint, and forthcoming transfer of PCC digital records to the Cloud. Already, often the digital document is the formal record, rather than paper copies - and increasingly there are no paper copies. Without action it will become impossible to access these digital records when they are needed.

3.2 *The Modern Records Section*

3.2.1 The Modern Records Section provides managed storage for the Council's non-current paper records, that is records which are no longer accessed frequently but cannot yet be passed to the historic archives or destroyed. The section is staffed by 1.2 FTE 'Modern Records Officers' plus a 0.5 FTE 'Records Manager' who maintains the Council's records retention schedule. These officers 'ingest' records being sent to MRS (cataloguing and shelving them), retrieve and refile them for users, and destroy the records at the end of their retention periods. Since spring 2017 the section has been managed through Library & Archive Services. It is proposed that the section's role is extended to manage the long-term storage of digital records.

3.2.2 In response to the changed responsibilities to be delivered by Modern Records, a staff review undertaken with Historic Records/Archives will identify and implement the changes needed for this section also to run a digital archive. This will include an evaluation of roles and competences, staff training and an exploration of a restructure or amalgamation of services.

3.3 *Addressing the digital preservation threat*

3.3.1 The Council creates almost all its records electronically. The volume of digital records is increasing rapidly: between 2016 and 2020 the number of files on the Council's principal drive grew from almost 12 million to nearly 16 million. Outside the electronic document management systems used by some departments, however, there is no systematic control of their storage or deletion when due. As a result they cannot be found quickly and are being kept longer than they need to be, risking breaches of the General Data Protection Regulation 2016 and Data Protection Act 2018, and demanding extra resources to store them.¹

3.3.2 Many of these records are critical and have to be kept for long periods or permanently. They include, for example, Council minutes, property files, and records of adopted or looked-after children. Without them PCC will be unable to defend the interests of its citizens, be unable to meet its moral and legal obligations and will face loss of reputation and financial costs.

¹ See, for a fuller explanation of the problems, Appendix 2, Report, *Meeting the threat to Portsmouth City Council's digital records*, John Stedman, Records Manager & Archivist, & Mike Greenslade, Information Security Officer, Dec 2017

3.3.3 Digital records have a number of weaknesses which need to be managed, however, known by the term 'digital preservation'.

- Electronic documents are vulnerable to loss and damage - more so than paper.
- As hardware and software is updated not all critical records will remain readable.
- As staff change responsibilities or leave the Council the knowledge of what records are where can easily be lost.
- The evidential value of digital records is dependent on proof that they have not been unofficially amended since their creation.

PCC has already experienced obsolescence of electronic records when switching from the Polo e-mail system and the Amipro word-processing package. The Digital Preservation Coalition (DPC)² estimates that electronic records will be under threat after existing for only 10 years unless steps are taken to address these weaknesses. The risks to the Council are identified as an Exception in recent Audit reports on Modern Records.

3.3.4 The solution is twofold: 1) to extend the role of Modern Records to manage electronic records as well as paper, and 2) to acquire digital preservation software to automate the processes where possible. MRS and IT staff have assessed these digital preservation packages available³ against

- the IT Strategy of 'first reuse, then buy, then build',
- the Council and government's preferred strategy of using the cloud instead of local servers,
- whether the Council can move the data elsewhere easily if it chooses to change supplier,
- and price.

² "The Digital Preservation Coalition exists to secure our digital legacy. Our Mission: We enable our members to deliver resilient long-term access to digital content and services, helping them to derive enduring value from digital assets and raising awareness of the strategic, cultural and technological challenges they face." [Link to the Digital Preservation Coalition website](#) , accessed 2018-09-13

³ These digital preservation programs can be found at [Link to The National Archives website listing digital preservation software](#) accessed 2020-09-07

The software and cost of storage in the cloud will be met within existing revenue budgets.

4. Reasons for recommendation

4.1 RECOMMENDED that the Cabinet Member for Communities and Central Services approves the Digital Preservation Policy which forms Appendix 1 of this report

4.1.1 Adopting the recommendation will benefit the Council in the following ways:

1. Assured access to critical records for the period the Council needs or wishes to keep them
2. A sustained reputation as trustworthy and efficient
3. More efficient and better decision making and service delivery
4. Long-term savings by storing only the necessary electronic records rather than multiple copies
5. Sustained defence against breaching FOI, GDPR and DPA legislation
6. Ensuring staffing competences and capacity can support changing service need
7. Achieving best value for existing budget
8. It will also demonstrate to the public and outside bodies, such as the Information Commissioner's Office, The National Archives and the courts, that it is taking seriously its obligations under the GDPR and other records legislation, and that through application of British Standard 10008:2014⁴, its records have good evidential weight and legal admissibility.

4.1.2 Failing to manage digital records with long retention periods will undoubtedly lead to:

1. Unnecessary expense to defend the Council's interests
2. Increased costs through storing too many copies of digital records in more expensive 'fast access' cloud storage
3. Increased costs 'reconstructing' lost records, where that is even possible
4. Fines for breaching data protection and FOI legislation
5. Loss of reputation
6. General inefficiency in finding records

5. Integrated impact assessment

⁴ BS 10008:2014, *Evidential weight and legal admissibility of electronic information - Specification*

An Integrated Impact Assessment has been completed and approved. It is attached as Appendix 3 of this report. A Data Protection Impact Assessment has also been completed.

6. Legal implications

6.1 The benefits of moving into a more centralised and digital system of managing records are many and undeniable by reference to the legislative compliance issues and operational imperatives which are described in the body of this report. The principal legal implications to be taken into account arising from the recommendations in this report are as follows:

6.1.1 **Procurement considerations.** It is advised that, within the procurement process and the specification of the Council's requirements for software services to support the implementation of the proposed Digital Preservation Policy, provision is made for sufficient measures to be in place in respect of ease of migration of the digital services to an alternative provider if and when this becomes appropriate.

6.1.2 **GDPR, Data Protection Act 2018 and other legal considerations.** It is important that, in any proposed way forward in relation to archiving and records management, the Data Protection legislation is taken fully into consideration and that the legal requirements are incorporated within the new processes. This effectively includes the EU GDPR, which has been retained in UK domestic law following the end of the Brexit transition period. Consultation with the Council's Information Governance team (supported as necessary by Legal Services) on how this can be achieved in practical terms may be necessary in consultation and in liaison with any appointed software provider who will be incorporating these requirements within its software.

Further, it is essential that, where prescribed by law, original paper files and documents such as Deeds, Leases and High Value Contracts executed under seal are retained and securely preserved in a hard copy format and not destroyed in error in any transition period.

6.1.3 **Security/Confidentiality Considerations.** It will be important that, as part of the overall contractual arrangements, the appointed software provider enters into a Data Processing Agreement with the Council under PCC terms so as to ensure that the required security, insurance cover and confidentiality/indemnity provisions are in place.

6.1.4 At this stage the above assessment is an overview of the main legal implications arising from the report. However, it is advised that Legal Services are kept

appraised of developments going forward and further advice on implementation sought as appropriate.

7. Director of Finance's comments

Provision is included in existing revenue budgets for this expenditure.

Provision has been earmarked as a spend-to-save in the portfolio reserve for the cost of additional resource which may be required to implement the recommendation of this report. Once the financial impact has been identified, the release of funds from the reserve will be subject to approval of Cabinet in conjunction with S151 Officer.

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Signed by:

Stephen Baily

Director for Culture, Leisure and Regulatory Services

Appendices:

1. (draft) Digital Preservation Policy
2. Report: *Meeting the threat to Portsmouth City Council's digital records*
John Stedman, Records Manager & Archivist, & Mike Greenslade,
Information Security Officer, Dec 2017
3. Integrated Impact Assessment

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
IS_RM_002 Portsmouth City Council Records Management Policy, 2017	Policy Hub

BS 10008:2014 Evidential Weight And Legal Admissibility Of Electronic Information - Specification, British Standards Institute	Modern Records Office
The Lord Chancellor, <i>The Code of Practice on the Management of Records under section 46 of the Freedom of Information Act</i>	https://www.nationalarchives.gov.uk/documents/foi-section-46-code-of-practice.pdf
Internal Audit Report PCC1819-011 CDC - Modern Records, Final Report, 2018 and follow ups	Audit & Modern Records files

The recommendation(s) set out above were approved/ approved as amended/ deferred/
 rejected by on

.....

Signed by:

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Summary:

Records are a vital asset of the council. It is essential that records in digital formats should remain usable, locatable, and demonstrably authentic and free from illicit alterations throughout the period that the council is obliged or wishes to retain them. The council will therefore create and sustain administrative systems to ensure this is the case, acquiring appropriate IT applications to do so.

ID	
Last Review Date	February 2021
Next Review Date	October 2023
Approval	City Solicitor
Policy Owner	City Solicitor
Policy Author	Records Manager
Advice & Guidance	Records Manager, IT Business Partner, Corporate Information Governance Officer
Location	PolicyHub
Related Documents	PCC policies, legislation, regulations for particular areas of activity
Applicability	All councillors, council staff, volunteers and contractors in the course of council business

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1 Introduction

Portsmouth City Council, on behalf of the citizens it represents, holds a large amount of information. This information relates to individuals and places in the city as well as records of decisions made by the council, the reasons for these decisions and the actions it took. The council recognises that its records are an important public asset, vital to operating effectively, policy-making, defending citizens' rights and maintaining an historical record as a corporate memory.

In addition the council is bound to keep good records by legislation, statutory instruments and codes, such as the local government acts, EU General Data Protection Regulation 2016/679 (GDPR) and the Data Protection Act 2018 (DPA), The Freedom of Information Act 2000, The Environmental Information Regulations 2004, The Local Government Transparency Code 2015 and by regulating bodies overseeing particular aspects of its activities, such as the Care Quality Commission.

The council has decided it will keep some of its records permanently, as an historic record (council minutes, for example). Others it is required to keep for 75 or 100 years and some for unpredictably long periods (records of looked-after children and adoptions, records of building construction including presence of asbestos and property deeds).

Unless the council applies digital preservation procedures to its electronic files, however, they will not be usable for more than a couple of decades.

- Digital files and storage media are prone to sudden catastrophic deterioration which may render an individual file unreadable - the bitstream of a digital file is very vulnerable.

- Software programs may be replaced with different ones, while new generations of hardware and software may make files created earlier impossible to access.
- Reorganisation of council structures and staff turnover will leave records 'orphaned' and their locations, and perhaps very existence, unknown. The council could then be in breach of freedom of information legislation.
- Disposal may not take place when due, leaving the council in breach of data protection legislation.
- If storage of digital records is uncontrolled then their integrity as legal evidence may be successfully challenged.

The council's solution is to hold centrally digital records with long retention periods, with one team which will retrieve them for users on demand, while applying good practice in digital preservation to ensure that they are secure from interference, accessible despite technological change and, when necessary, destroyed at the end of their retention period. This is a similar solution to that adopted for paper records.

2 Purpose

This policy is to make clear Portsmouth City Council's commitment to ensure that records in digital formats of its activities remain locatable, usable and demonstrably authentic for the period that the council is legally obliged or wishes to retain them. It lays down the principles by which council officers will manage them effectively. Such records will allow it to:

- Make better decisions
- Defend the rights of the city's inhabitants
- Be held accountable for the actions of council and staff
- Carry out council business more effectively and efficiently
- Meet legal and regulatory requirements

Without such records the council's ability to fulfill its obligations may be catastrophically undermined.

3 Scope

This policy covers all records in any electronic format made or kept by all councillors, council staff, volunteers and contractors in the course of council business as a record of that business.¹ They include both born-digital records and records in other media which have been digitised for storage, preservation or access. It does not cover documents not required as a record, or information published by other organisations or individuals, except where they are kept as an historical record by the city's cultural services.

¹ For a definition of a record see Definitions, below.

4 Statement of Policy

Portsmouth City Council will create and maintain a digital repository or archive in which records which it is legally obliged or wishes to keep for lengthy periods (of 10 years or more) will be managed. This repository will allow the records to be

- located when they are needed,
- usable when they are needed by the application of digital preservation techniques
- demonstrably authentic and of strong integrity so they retain their evidential value
- disposed of in timely and appropriate fashion at the end of their retention periods

The council will provide

- appropriate software for these purposes and so that digital preservation techniques can be applied to the records
- staff with appropriate training to operate the repository

It is the responsibility of *all* members of the council, *all* council staff *and* volunteers, *and* companies or persons providing services or undertaking contracts on behalf of Portsmouth City Council, to, when undertaking council business:

- ensure that records they create which need to be kept for prolonged periods are identified as such and that the corporate retention schedule contains appropriate entries about them
- create appropriate metadata to aid retrieval of these records
- ensure that records which need to be kept for more than 10 years are transferred to the digital repository for safekeeping, with their metadata
- create new types of records and ICT systems only after consulting records management or information governance staff so the digital preservation of the records can be planned at their inception.

Managers at all levels have particular responsibility to ensure their section's records are managed in accordance with this policy and the Records Management Policy.

The council will also ensure that vital digital records are protected to enable it to function and recover swiftly after a disaster. Business continuity plans and procedures will be in place to guide rapid recovery.

5 Definitions

Authenticity Freedom from tampering or alteration, malicious or otherwise

Bitstream the series of 0s and 1s of which every digital file is made up

Born-digital records Records which were created using digital technology, such as a word-processor or digital camera, as opposed to records 'made-digital', such as a paper letter which has been scanned or photographed

Digital preservation	The series of actions needed to ensure a digital file remains readable despite changes in technology and file format obsolescence, and to prove that its content is unaltered
Digital repository	A technical system for managing, storing, and preserving digital files over a long period
Disposal	The process of deciding and implementing the fate of records that are no longer required for normal business purposes. It will involve either transfer to the Portsmouth History Centre to become part of the city's historical archive or destruction
Metadata	Data about data, or information that describes the digital file, such as file type, subject, creator, dates of creation and amendment, etc. Preservation metadata records actions relating to the digital preservation of a file, including migration from one format to another, fixity, etc
Records	Records are "information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business". ² They may be in any format, including electronic or printed documents, audio or video recordings, photographs or handwritten notes of telephone conversations and messages.
Retention period	The length of time for which the council is legally obliged or decides for other reasons to keep a record. Retention periods for different types of record are recorded in the council's corporate retention schedule.

6 Monitoring Compliance

Compliance will be monitored by the council's Library & Archive Services Manager, Records Manager and Corporate Information Governance Officer.

7 Related Policies

- Adult Social Care policies
- Anti-Fraud, Bribery and Corruption Policy
- Anti-Money Laundering Policy
- Asbestos Management Policy
- Children's Services policies
- Data Protection Policy
- Financial Rules
- Gifts and Hospitality Policy
- Health & Safety Policies

² BS ISO 15489-1:2001 Information and documentation – Records management – Part 1: General.

- Induction Policy
- IT Policies
- Performance Development Review Policy
- Records Management Policy
- Regulation of Investigatory Powers Policy
- Sharing Data Policy
- Whistle Blowing Policy

The Portsmouth City Council retention schedule can be found on the PCC website at: [Link to retention schedule](#)

8 Policy Review

This policy will be reviewed in October 2023 and, thereafter, every three years.

Meeting the threat to Portsmouth City Council's digital records

John Stedman, Records Manager & Archivist
Mike Greenslade, Information Security Officer

22 Dec 2017

1 Executive Summary

- 1.1 The city's electronic records are under threat from the upgrading of software and hardware and the consequent obsolescence of files created in older formats, and from changes to council responsibilities, staff structures and the normal wastage and replacement of staff. The council can be confident that, within 20 years, without action it will no longer be able to access thousands of records that it has legal or business reasons for keeping. It is not currently meeting the requirement in its Records Management Policy to "ensure that the records will be maintained in a format allowing them to be read regardless of technological change".
- 1.2 The council therefore needs a Digital Records Preservation Policy. The key action will be to establish a 'virtual' digital repository, similar to the Modern Records Section, to manage those digital records which it wishes to keep for over 10-20 years. Such a repository would:
 - maintain a watch on the viability of electronic records,
 - migrate records into new formats when threats to old ones emerge,
 - document this activity as demonstration of the records' reliability and legal admissibility,
 - preserve them from unauthorised amendment,
 - keep intellectual control by cataloguing what is being preserved,
 - provide reliable copies when needed.
- 1.3 A working group should be set up to determine the council's digital preservation requirements, decide on the most effective approach, estimate the resources needed and write an appropriate policy. Its membership should be drawn from the IT and Library & Archive Services, with the support of Information Governance.

2 Introduction

- 2.1 Electronic records are doomed to technical obsolescence and will become unreadable. They are vulnerable to accidental loss and deliberate amendment or destruction. Nevertheless, the long-term outlook for Portsmouth City Council's electronic records is unplanned and uncertain, despite the commitment in its Records Management Policy to "ensure that the records will be maintained in a format allowing them to be read regardless of technological change". This report draws attention to the implications of current inaction and suggests a path to resolving the potential problems. It outlines the principal threats to electronic records, discusses possible courses of action and concludes that the council needs to create and implement a Digital Records Preservation Policy. It expects that creating a digital repository will be the most effective approach. It proposes that a working party be created to define the council's requirements, suggest a staff structure to manage the repository and choose appropriate software to manage the records.

3 The current situation

- 3.1 The city has nearly 12 million documents on its W: drive and many more on other drives. Most record actions and decisions by the council or its customers, or information the council needs to do its work. They are in a variety of formats - MS Word, Excel spreadsheets, jpegs and tiffs, CAD plans, pdfs, to name a few; there are also documents in several electronic document management systems, such as EBS and Swift. Of these it needs to retain a small proportion permanently (eg, the minutes of council committees), others for up to 100 years and longer (eg, adoption and fostering records, tree preservation orders, building construction and management records), while there are more which should be kept for over 20 years (staff records, long-duration contracts under seal, planning documents). In addition, there are thousands of 'born-digital' documents that the council will choose to keep as an historical record and extensive digitisation projects carried out by museums and archive department staff, volunteers and in partnership with Find My Past and the Heritage Lottery Fund, representing substantial investment in time and money.
- 3.2 These are records that the council is obliged to keep by law, or wishes to keep as its corporate memory, allowing better decision-making and creating a sense of continuity and community. Losing them would badly affect the council's reputation as a competent and trustworthy representative of its citizens and would sap staff morale. Nevertheless, no provision is being made, beyond the basic one of keeping backups and restricting folder access

to particular teams, to ensure that these records remain readable for the periods they have to be retained, secure from unauthorised amendment or deletion, and demonstrably authentic if required for defence of the city's interests.

4 The threats

4.1 Digital records are fragile:

1. They are liable to corruption - the 'bitstream' of ones and noughts that make up a digital file can decay, and damage to even one bit may render a file unreadable.
2. Servers, on which most of PCC's records are stored, are relatively robust, but not infallible, while other media are unproven and prone to failure.
3. Software in use now, such as the Microsoft Office suite, may be replaced rendering it difficult to read records written with those programs. Within the last 25 years PCC has used and abandoned Polo as an e-mail system and Amipro for word processing; documents created in these packages cannot now be accessed without significant effort and cost.
4. Even without adopting different software programs, each time hardware or software is upgraded it becomes less likely that records created in older versions of software or operating environments will be accessible. 'Backwards compatibility' in software is not guaranteed; in some CAD programs it is deliberately provided for just a few generations of a frequently-upgraded software.
5. This potential obsolescence extends to file formats such as pdf, tiff, jpeg, and png commonly used by PCC staff. File formats closely linked to commercial programs are most vulnerable, but all file formats are constantly being developed and new versions made available.

4.2 PCC has a strong regime of back-ups, daily and longer term, and rules against storing data on independent media such as memory sticks, CDs or laptop hard drives. It is moving towards using the cloud to store all data - essentially buying space on other people's servers. It is, however, making no provision for keeping records accessible during and despite technical change apart from ad hoc arrangements such as those made during the recent move from Windows XP to Windows 7. The proposed move to Windows 10 brings threats to more programs and databases. Advertising for Preservica, a leading digital preservation software package, suggests that any record required for over 10 years needs protection from these risks. While that probably exaggerates the problem, the risks are genuine.

- 4.3 A second area of vulnerability is the human factor:
6. 20 years is a long time in someone's career. Staff leave, change responsibilities or retire. Those who remain may have little interest in records they created decades earlier; new staff are unlikely to learn about or value all the important records created by their predecessors.
 7. The structure of the council will change, leaving 'orphaned' records in no-one's charge.
 8. The council's functions are likely to change as they did at local government reorganisation in 1974 and 1997. New ones will be taken on, such as public health, and old ones surrendered although legal responsibility for keeping the records of these functions may remain.
 9. Records may be deleted by accident, because their significance was not known, or deliberately to conceal unpleasant truths, mistakes or fraud.
 10. If they are not controlled, records may be opened illegally and information accessed or amended.
 11. If access to them is not controlled and monitored their value as evidence will be compromised.
 12. If they are encrypted, passwords or keys will be forgotten or lost - this has recently been reported from Public Health and has also occurred in Archives.
 13. Deliberate cyber-attacks may be made on them.
- 4.4 Without a planned approach, long-term access to records will become inconsistent. Staff may not know that records on a particular subject exist, or if they do, may be unable to find them. It may not be clear who created particular records or why. Their reliability and legal admissibility will be questionable, since no record will have been kept about what has been done to each file in the course of its existence.

5 The business impact of digital preservation measures

- 5.1 While the council has the right records, it is able to carry out its functions effectively. Without them its ability to perform its functions and serve its citizens is seriously impaired while it and its officers may become liable to sanctions. The principal benefits of preserving access to digital records and costs of failing to do so can be summarised as follows:
1. Moral and reputational: PCC has a duty to serve its citizens effectively. Being unable to access its older records easily will render it less effective. Moreover public knowledge of the council's failure to keep records will undermine confidence in the council as a body and in individual councillors and staff, damaging their political standing, morale and career prospects.

The city's position in future local government reorganisation will be weakened.

2. Having access to older records and data allows them to be drawn on in the future. Decision-making will be better-informed and quicker, while collecting new data may be unnecessary. For example, effective management of contaminated land is reliant on recording past land use and condition, and drawing on the information to guide planning consent for new development.
3. Preserving digital records and managing them over even the short term using a cataloguing system can save unnecessary costs. The council's inability to find past drawings of electrical circuits in its buildings, for example, has meant expensive research and redrawing will be needed.
4. Failure to preserve electronic records and to be able to demonstrate that they have been stored secure from alteration will make it harder to defend the city's interests in litigation - such as the recent action over the contract for maintaining Portsmouth's roads in which the council brought to court 40 large boxes of paper records. Poor record-keeping contributed to the city's difficulties satisfying claims against it from residents of the former Cottage Homes, a type of issue which will easily recur if its digital records of children in care become inaccessible.
5. Loss of digital records could lead to fines for failing to keep records required by legislation or regulation, such as those outlined in the corporate retention schedule.
6. Not controlling access to records containing personal information over the longer term increases the risk of breaches of data protection legislation such as the General Data Protection Regulation that comes into effect in 2018. Fines for such breaches could be substantial.
7. Sustained or increased reliance on storing paper records because of lack of trust in electronic records would increase direct costs. The city currently has some 37,000 boxes of paper records in its Modern Records store; there are a further 7,000 (approx.) stored offsite at a cost of over 20p per box per month. The latter are predominantly children's social service records with lengthy retention periods. Accessing them incurs an extra cost for delivery.

6 Action being taken by other organisations

- 6.1 In the UK the lead on digital preservation has been taken by The National Archives and university computing departments. The University of Portsmouth, for example, has a 'Future Proof Computing Group' and runs postgraduate courses in digital preservation to produce people trained to work in this field. The National Archives early this century funded the creation of software to manage digital preservation of the government records in its

hands - this application is now marketed by its developers, Preservica plc. These organisations are concerned with research, education and cultural heritage. Their interest has been in promoting digital preservation within their own sectors and staff. An umbrella organisation, The Digital Preservation Coalition, <http://www.dpconline.org/>, established in 2002, has been spreading the digital preservation message more widely. It provides training and support to all sectors, and publishes the valuable Digital Preservation Handbook. Its membership includes British and Irish national libraries and archives, and many universities, but also NATO, Lloyds, HSBC, The Bank of England, the Grosvenor Estate, the BBC and the UN. Preservica customers include Oxfordshire & Suffolk county councils, Transport for London, the Met Office and HSBC.

- 6.2 Nevertheless few British local authorities have as yet taken active steps in digital preservation. No local authorities are members of the DPC, reflecting a lack of awareness within the sector.¹ A Records Management Society/Archives and Records Association survey in 2008 revealed that only 8 of 38 local authority archive services had then created functional digital archives and they were not managing the digital records of enduring value created by their authorities. This was perceived as a vicious circle - no records were being deposited because they had not created a digital repository and the repositories were not being created because few records were being deposited. A 2016 survey by the Information Governance Initiative (an American think-tank) of 196 organisations across the Western hemisphere showed only 11% had a 'standards-driven digital repository', while 44% were still considering what action to take and 30% had not begun to think about the issue.
- 6.3 Concerned local authority archives in our region have formed a group, Archives First, to explore options for digital preservation in their authorities. Besides Portsmouth's Library & Archive Service, it includes representatives of the following councils: Dorset, West Sussex, Surrey, Reading, Isle of Wight, East Sussex, Gloucestershire, Kent, Southampton, Hampshire and Wiltshire. None of these councils appear to have taken significant steps in digital preservation as yet, with the possible exceptions of Dorset and Gloucestershire. What has been done is limited to the historical archives. Preservica is offering this group a collaborative purchase of the company's services, which would cost less than an individual purchase: at a post-lunch conversation in October Preservica quoted the Library & Archive Service

¹ Partly perhaps because local authority records managers and archivists are mostly members of the Archives and Records Association and therefore access DPC resources through that body.

£10,000 pa for its application and storage of 2 terabytes of data, but perhaps as low as £5,000 if we go in as part of the Archives First group.

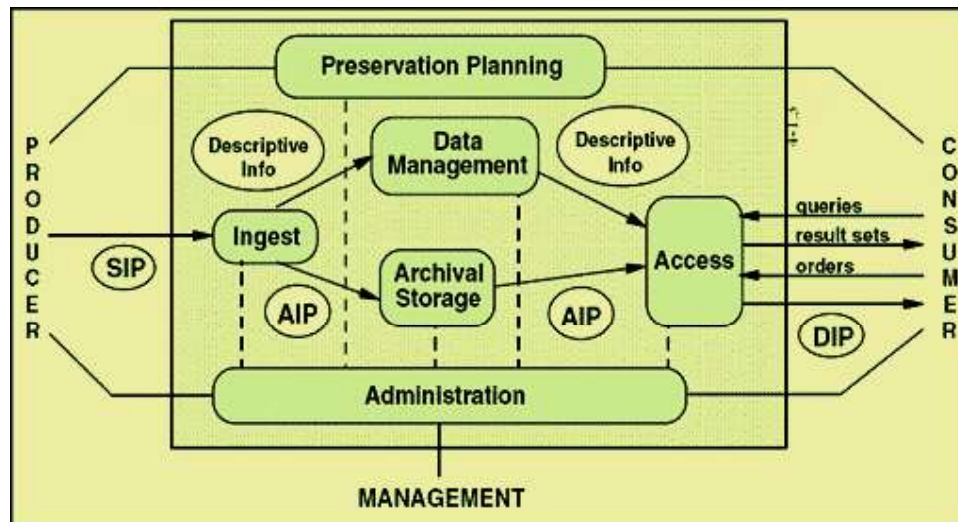
7 Potential courses of action

- 7.1 To ensure that its records remain usable for the required periods, the council needs to preserve the bitstream of each record, and provide an environment within which the file can be opened and read. It must also keep them secure from tampering and maintain intellectual control over them, so it knows what records it has, who created them and why.
- A. The first option is to carry on as now, doing nothing more than migrating records from one format to another and amending software to work in new operating environments as hardware and systems are upgraded.
 - B. A second option is to create a digital repository to protect and maintain access to its electronic records. Such a repository would be similar in concept to the Modern Records Service that secures the council's paper records and ensures disposal at the due date. A digital repository need not be a physical thing, requiring its own servers and space - it can be a virtual space within the council's existing servers or the cloud. There is an international standard for digital repositories to use as a guide: The Open Archives Information System Reference Model, ISO 14721:2012
- 7.2 Option A is the cheapest option in the short term. It requires no more than the current investment in IT staff; more resources can be added at pinch points like major upgrades. This approach makes no provision for intellectual control of the records (threats 6-12), nor will it provide evidence of how records have been treated to keep them accessible and thus give an audit trail proving their reliability as evidence. There are no safeguards against accidental damage to records and no way of checking that they remain undamaged until someone tries to open them - by when back-up copies may be corrupted, too. There is also no provision for checking that after migration into newer formats that records are still usable. It is certain, therefore, that in the long run the council will find it does not have records it requires. Recovering the lost records may be impossible or involve expensive 'digital archaeology'. In the long term, therefore, the costs are unquantifiable but likely to be significant.
- 7.3 Option B will be more effective, producing an archiving system which will be trusted by staff, external users and the courts. To create such a system will require
1. staff expertise to create it and promote it to 'depositors' within record-creating and using staff,
 2. staff time to manage it and execute the processes once it is in operation,

3. software, either drawing on open access software or buying an 'off-the-shelf' application, to carry out the digital preservation actions required and capture the appropriate metadata,
4. 'cataloguing' software to enable potential users to find the files when required, and
5. purchase of memory space to store the originals and necessary copies.

8 An OAIS digital repository in action

8.1 This diagram expresses the elements of the Open Archives Information System Reference Model:



SIP = Submission Information Package, AIP = Archival Information package, DIP = Dissemination Information Package, ie what is accepted into the digital archive, what is stored there after ingest actions and what is provided to users of the information.

8.2 In the digital archive the data is 'ingested' - taken into the archive, checked for viruses, its file format identified, copies made and stored in a separate physical location, and the bits counted to enable checks to be made for future damage to the file. The resulting metadata and information about the creator and content is stored and managed, along with the results of periodic checks on the file. If damage is discovered the file is replaced by one of the copies. When access to a given file format is likely to become difficult the file is migrated into an accessible format. Future users of the records access information about the records in the repository (or staff do so on their behalf) through a catalogue and the users are provided with copies of the files. The integrity and reliability of the preserved files is maintained; if required, disposal can be scheduled into the records' life in the repository.

- 8.3 Access to files in outmoded formats can be maintained in three ways:
1. by 'emulation' - creating on modern computers an environment which allows old software to run
 2. by the 'computer museum' approach - maintaining working examples of all types of computer and software versions needed to read the preserved files
 3. by 'migration' - transferring documents in formats which are no longer supported by PCC to formats that are, eg .doc to .docx, PDFa to PDFb.

Approaches 1 & 2 would certainly be beyond the resources of the council and poor value for money.

9 Recommendations

- 9.1 Failing to take steps to ensure the long-term preservation and security of its digital records will undoubtedly lead to problems for the council. The authors of this report, therefore, believe the council should adopt a Digital Records Preservation Policy and an accompanying strategy. The key element of this strategy would be to create a digital repository based on migrating file formats to maintain readability; this repository should follow the standards of the OAIS model rather than attempting to reinvent them.
- 9.2 We need to determine, however, the council's requirements: how to adapt the model to PCC's circumstances and organisation, and to gain some idea of costs. We suggest that the council set up a working group to examine the issues and in particular to consider the following:
1. What electronic records does the council wish to preserve for 10-15 years or longer? For example just records identified in the corporate retention schedule as having retention periods of 10 years or more, or also the corporate website and other ephemeral records?
 2. What is the volume of such records now and what is the annual creation rate of new ones in these categories?
 3. What is the range of file formats they are in?
 4. What metadata would PCC want to capture about records being preserved?
 5. To what extent would PCC want to automate the processes of digital preservation?
 6. What would be the most appropriate software to use to manage the repository? For example, fully open source, such as that created by Archivematica, or proprietary?
 7. If proprietary, how much would it cost and which application to choose?

8. Should PCC opt for storage in the cloud or on its own servers? And if in the cloud, fast- or slower-access storage? (IT is moving towards cloud-based applications, so the cloud is likely to be the preferred option.)
 9. What software should PCC use to maintain intellectual control of its records in the digital repository - (eg CALM, currently in use by the archive section, Spydus, currently in use by libraries and to which archives are planning to migrate, or some alternative?)
 10. Depending on which solution is adopted, what staff would be needed to manage the archive, to execute the processes and provide access to users?
 11. Could this be done within the existing Modern Records Service?
 12. Should the repository be managed within IT (which has just given up information management), Libraries & Archives (which manages the Modern Records Service), or some other department?
 13. Would PCC want to provide access to catalogues of the records to staff outside the digital repository and to the public?
 14. Should PCC join the Digital Preservation Coalition <http://www.dpconline.org/> (an organisation providing advice, resources and training - the city's archivists have access through their membership of the Archives and Records Association, already part of the DPC)?
- 9.3 The group would draft the Digital Records Preservation Policy. Given the technical nature of many of these questions and present staff expertise in records management and digital preservation, the group should include IT and archive staff, perhaps supported by someone from Information Governance.



Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

The integrated impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:
 - Communities and safety
 - Regeneration and culture
 - Environment and public space
 - Equality & diversity

Directorate:

Cultural, Leisure & Regulatory Services

Service, function:

Library & Archive Services

Title of policy, service, function, project or strategy (new or old) :

Digital Preservation Policy

Type of policy, service, function, project or strategy:

- Existing
- New / proposed
- Changed

What is the aim of your policy, service, function, project or strategy?

This policy is to ensure that records of Portsmouth City Council's activities in digital formats remain locatable, usable and demonstrably authentic for the period that the council is legally obliged or wishes to retain them. It lays down the principles by which officers will manage them effectively. Good record keeping underlies good, swift and cheaper decision-making and allows the council to meet its

moral, legal and contractual obligations. Poor record keeping damages the council's reputation and its ability to defend its citizens' interests.

Has any consultation has been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

No.

A - Communities and safety

Yes

No

Is your policy, proposal relevant to the following questions?

A1-Crime - Will it make our city safer?



In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Failure to maintain reliable access to digital records of prosecutions and records of interactions with young people at risk of harm or offending will seriously undermine the council's ability to react effectively to crime. It will put the council in breach of its legal obligations regarding keeping records in this area.

How will you measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.

A - Communities and safety

Yes

No

Is your policy, proposal relevant to the following questions?

A2-Housing - Will it provide good quality homes?



In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Failure to maintain reliable access to digital records of housing and council buildings would make it more difficult and expensive to maintain council property. (For example, records of asbestos in buildings should be kept for the life of the building plus 100 years.)

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.

A - Communities and safety

Yes

No

Is your policy, proposal relevant to the following questions?

A3-Health - Will this help promote healthy, safe and independent living?



In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Maintenance of long-term access to digital records will not directly promote healthy living, although it could be argued that failure to keep records accessible will make the council's efforts in this direction more difficult in the long term. Digital preservation will ensure the long-term accessibility of digital versions of council historic records and thereby improve quality of life.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.

A - Communities and safety

Yes

No

Is your policy, proposal relevant to the following questions?

A4-Income deprivation and poverty-Will it consider income deprivation and reduce poverty?



In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact Mark.Sage@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf>
<https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Failure to maintain reliable long-term access to digital records will result in the loss of evidence of entitlements to benefits.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become

A - Communities and safety

Yes

No

Is your policy, proposal relevant to the following questions?

A5-Equality & diversity - Will it have any positive/negative impacts on the protected characteristics?



In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact gina.perryman@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

This policy should have no negative impact on equality and diversity, although the maintenance of digital records long term may assist in the promotion of equality.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.

B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions?



In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Maintaining reliable long-term access to digital records will preserve evidence of climate change and of the success of measures taken to ameliorate it.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.

B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B2-Energy use - Will it reduce energy use?



In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Increasing digital record keeping will contribute to lowering the council's use of paper and thereby it's carbon footprint and production of waste. Failure to maintain reliable long-term access to digital records will undermine their credibility and therefore the effectiveness of keeping paperless records.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.

B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B3 - Climate change mitigation and flooding-Will it proactively mitigate against a changing climate and flooding ?



In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf>
<https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

This new policy will not proactively mitigate against changing climate. However, without reliable records there is no evidence of change.

How are you going to measure/check the impact of your proposal?

n/a

B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B4-Natural environment-Will it ensure public spaces are greener, more sustainable and well-maintained?



In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Records of all these things are already kept mostly in digital format. Failure to maintain reliable long-term access to digital records will result in the loss of evidence that underlies strategies to promote these aims.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.



B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B5-Air quality - Will it improve air quality?



In thinking about this question:

- How will it reduce motor-vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact Hayley.Trower@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Records of all these things are already kept mostly in digital format. Failure to maintain reliable long-term access to digital records will result in the loss of evidence that underlies strategies to promote these aims.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current conditions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.

B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B6-Transport - Will it improve road safety and transport for the whole community?



In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it be safe and comfortable for children and older people to cycle and walk in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact Pam.Turton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Records of all these things are already kept mostly in digital format. Failure to maintain reliable long-term access to digital records will result in the loss of evidence that underlies strategies to promote these aims. The risk of losing access to drawings made using CAD software is particularly high.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.

Is your policy, proposal relevant to the following questions?

B7-Waste management - Will it increase recycling and reduce the production of waste?



In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact Steven.Russell@portsmouthcc.gov.uk or go to:

<https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Records of all these things are already kept mostly in digital format. Failure to maintain reliable long-term access to digital records will result in the loss of evidence that underlies strategies to promote these aims.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.



C - Regeneration of our city

Yes

No

Is your policy, proposal relevant to the following questions?

C1-Culture and heritage - Will it promote, protect and enhance our culture and heritage?



In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact Claire.Looney@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

PCC's archives, libraries and museums are digitising the city's collections for access and long-term preservation. That includes images of historic buildings, and the recorded memories of citizens. Failure to maintain reliable long-term access to digital records will result in the loss of historic evidence and waste the effort put into the digitisation process. Local people will have less access to historical sources and thereby loose quality of life. Accreditation schemes for both museums and archives require the city's cultural services to have access to digital preservation facilities.

How are you going to measure/check the impact of your proposal?

Achievement of full accreditation by museum and archive services during the next rounds of their accreditation schemes. The carrying out digital preservation actions on council records will enable the records of current +

C - Regeneration of our city

Yes

No

Is your policy, proposal relevant to the following questions?

C2-Employment and opportunities - Will it promote the development of a skilled workforce?



In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Maintaining better long-term access to digital records will not effect this aim in a negative way.

How are you going to measure/check the impact of your proposal?

n/a

C - Regeneration of our city

Yes

No

Is your policy, proposal relevant to the following questions?

C3 - Economy - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?



In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth to the city?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Effective record keeping will help produce better and cheaper local government. Records of economic activity and the council's actions to promote the economy are already kept mostly in digital format. Failure to maintain reliable long-term access to digital records will result in the loss of evidence that underlies strategies to promote these aims.

How are you going to measure/check the impact of your proposal?

n/a

Q8 - Who was involved in the Integrated integrated assessment?

John Stedman, Records Manager.

This IIA has been approved by:

Lindy Elliott, Libraries. Archives and Records Manager

Contact number:

023 9268 8058

Date:

14th January 2021

Agenda Item 4



Portsmouth
CITY COUNCIL

Title of meeting: Communities and Central Services
Date of meeting: 12th February 2021
Subject: 1& 3 Angerstein Road, Portsmouth
Report by: Anne Cains Head of Acquisition & Disposal
Wards affected: Nelson
Key decision: No
Full Council decision: No

1. Purpose of report

- 1.1 To update members on the proposed transfer of 1-3 Angerstein Road (Appendix A) to the Portsmouth Community Housing Trust, and
- 1.2 To seek approval to alter the terms of the proposed transfer from the previously agreed member authority, Resources Portfolio 20th December 2018.

2. Recommendations

It is recommended that the Cabinet Member for Communities and Central Services approves the following;

- 2.1 That 1-3 Angerstein Road be transferred freehold to Vivid Homes.
- 2.2 That the Director for Housing, Neighbourhoods and Buildings agree an arrangement that ensures Portsmouth has nomination rights to allocate the properties in line with Portsmouth City Council's Allocations Policy.
- 2.3 Authority is given to the City Solicitor to complete all necessary legal work to complete this matter.



3. Background

- 3.1 The premises are held in the general fund portfolio and were previously used for a charitable purpose.
- 3.2 The previous report to the Resources committee 20th December 2018 details the background to the councils housing need and explains the proposed transfer to the Portsmouth Community Housing Trust (PHCT), a Community Land Trust.
- 3.3 Since that earlier decision by the Resources committee negotiations have progressed slowly with PHC. The Councils legal advice at the time was to enter into an agreement for lease, and once the necessary construction had been completed by PHCT, thereafter a long lease. Unfortunately PHCT were unable to carry out the works and spend the funds required under the proposed structure.
- 3.4 To ensure access to funding and the ability to operate these units, PHCT are in the process of applying for Registered Provider Status via Homes England. This process may take up to 18 months.
- 3.5 As an interim measure Homes England and Vivid Homes have agreed to support PHCT through the initial process by funding the work in advance of PHCT achieving Registered Provider Status. This forward funding is backed up by the freehold being transferred to Vivid. On this basis Vivid will then be able to fund the work required.
- 3.6 Vivid and PCHT will enter into a simultaneous agreement that enables the premises to be transferred to the PHCT at a fee to cover Vivid's costs and in the event that PHCT fail to register within two years Vivid will retain ownership and either continue to manage the properties with PCC nomination rights insitu or agree an extension with PHCT.

4. Reasons for recommendations

- 4.1 PHCT are unable to proceed with the previously approved proposal and would like the Council support to approve this new proposal that allows them to fulfil their ambition to repair and maintain the units.
- 4.2 The proposal demonstrates the Councils ability to work with the community sector and other housing providers to find an equitable solution.
- 4.3 In the event the premises are not transferred the Council will face significant expenditure to repair or demolish the premises.

5. Integrated impact assessment

5.1 This proposal does not alter the original IIA included in the 2018 report.

6. Legal implications

6.1 The proposal would fall within the competency of the Authority to make and is a practical solution to the problems as articulated in the body of the report. There are no other relevant issues.

7. Director of Finance's comments

7.1 The previous report 20th December 2018 approved the recommendation of the transfer of a long leasehold of these properties, it set out that the properties would require significant investment to bring them back into a state that would allow them to generate any income, and furthermore the market value of them is less than the cost to bring them to an operational state or for us to recoup their costs if we were to sell the properties once converted. The Trust are now requesting that instead of a long leasehold that we transfer the freehold

7.2 The Council will have 100% nomination rights to these properties once the trust have carried out the works, which is why the Council have not appraised this as an HRA asset.

.....
Signed by:

Appendices:

Appendix A: Location plan

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Resources Portfolio meeting 20 th December 2018	on-line

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....
Signed by:



Title: **1-3 Angerstein Road,
Portsmouth,
PO2 8HL.**

Drg No:

Scale: **1:1250**



**Portsmouth
CITY COUNCIL**

Prepared for: **Property and Investment**

Date: **28/01/2021**

Prepared by: **Geographic Information Service**



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